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# NASA Policy Directive

**NPD 5000.2A**

Effective Date: June 14, 2000

Expiration Date: June 14, 2010

**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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## **Subject: Uniform Methodology For Determination Of Small Disadvantaged Business Subcontracting Goals (Revalidated as is 06/09/2005)**

**Responsible Office: Small & Disadvantaged Business Utilitization Office**

### **1. Policy**

NASA's policy is to establish a uniform methodology for the determination of small disadvantaged business (SDB) subcontracting goals for inclusion in solicitations. Pursuant to published procurement policy, this numerical goal, expressed as a percentage of total contract value, shall be placed in solicitations that will have subcontracting opportunities. The SDB evaluation credit for the establishment of an SDB goal is only given to the prime contractor to the extent that they utilize SDBs in the targeted Standard Industrial Classification groups as defined by the Department of Commerce. This uniform methodology consists of steps that should be performed to ensure that the maximum practicable subcontracting opportunities are being provided to small disadvantaged businesses (SDB), including Historically Black Colleges and Universities (HBCU) and Other Minority Educational Institutions (OMEI), small, HUBZone and women-owned small businesses.

### **2. Applicability**

This NPD is applicable for all NASA procurements with an estimated value, including options, expected to exceed \$50 million. Its use is optional for lesser valued acquisitions.

### **3. Authority**

- a. 10 U.S.C. 2323.
- b. 15 U.S.C. 637(d).

### **4. Reference**

None

### **5. Responsibility**

The Office of Small and Disadvantaged Business Utilization is responsible for the requirement to establish a uniform methodology for determination of small disadvantaged business subcontracting goals.

Performance of the following responsibilities will be the collective responsibility of the following team members: the Small Business Administration (SBA) Procurement Center Representative, as needed; the cognizant technical representative; Center Technical Advisor; Center Small Business Specialist (SBS), and the contracting officer.

- a. The contracting officer, in consultation with the Center SBS and the Center Technical Advisor, shall review the statement of work for the purpose of identifying the proposed effort that could be subcontracted.
- b. To assist in the determination of the SDB subcontracting goal for a follow-on procurement, or new work under an existing contract effort, the SBS will review the history of the contract, to determine the percentage of subcontracting dollars historically achieved, through the type (high tech, low tech) work. The proposed SDB subcontracting goal shall not be discretely evaluated, but should be included in the evaluation of the cumulative goal for all the small business categories in the subcontracting plan.

(1) The cognizant technical representative, in consultation with the SBS, the Center technical advisor, and the contracting officer, shall check to see if the new contract provides for additional or different subcontracting

opportunities. The subcontracting opportunities identified should be commensurate with the efficient and economical performance of the contract.

c. The contracting officer, in consultation with the Center SBS, shall determine the availability of a pool of eligible SDB, including WOSB, HBCU, and OMEI in the applicable standard industrial classification (SIC) code for the specific acquisition through the following methods:

(1) SBA Pro-Net Database.

(2) Personal Databases.

(3) NASA Headquarters OSDBU procurement bulletins, small disadvantaged trade associations, minority business publications, and limited personal databases.

(4) Sources Sought Synopsis in the Commerce Business Daily (CBD) or via the Internet.

d. The contract specialist shall forward an "e-mail" version of the sources sought synopsis to the center SBS, who will assure that this synopsis is distributed to the small and minority business trade associations with no less than a 10 calendar day response period.

e. The sources sought synopsis will state, "NASA is seeking capabilities from small, small disadvantaged and women-owned small businesses for the purposes of determining the appropriate level of competition and/or small business subcontracting goals for this requirement."

f. The contracting officer will assure that upon receipt of capability statements, resulting from this notice, the team shall review them against the proposed statement of work. The team has the responsibility of collectively establishing a reasonable SDB subcontracting goal (numerical percentage based on the total contract value). This goal should be based upon available SDB's which match subcontracting opportunities (balanced against subcontracting opportunities available to small businesses as a whole) and commensurate with efficient and economical performance.

(1) If an agreement cannot be reached on the appropriate SDB goal, the OSDBU shall be notified prior to a final decision by the Procurement Officer.

g. Upon request, the contracting officer can provide offerors with a list of potential SDB contractors, which have been identified through the CBD or other information dissemination mechanism. When providing this listing, a disclaimer shall be included which states, "provision of the list is not an endorsement nor representative of a preference, by NASA, for any of the listed companies.

h. For all procurements valued at \$50M or more, the contracting officer shall assure that the results of this analysis be forwarded to Headquarters, Office of Small and Disadvantaged Business Utilization, Code K, for review and concurrence.

## **6. Delegation of Authority**

None

## **7. Measurements**

Metrification of this process will be assessed through the submission of two semiannual reports prepared by the Small Business Specialist. The report shall be submitted to the OSDBU by November 30 and May 31 of each year and will include the following:

a. Description of proposed procurement/program.

b. Estimated program value.

c. Historical subcontracting achievement (SDB, HBCU/OMEI).

d. Anticipated subcontracting goal in accordance with this NPD.

e. Goal included in resultant contract.

## **8. Cancellation**

NPD 5000.2, dated March 14, 1996.

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**/s/ Daniel S. Goldin**  
**Administrator**

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